

I. Training Hours:

FRYSC Coordinators are required to receive training that is approved by the FRYSC Training Council. The required amount of years will be based on the Coordinator's years of experience. Requirements are as follows:

A. Year 1\*: 18 Hours

- i. New Coordinator Orientation (12)
- ii. Approved statewide conference (6)
- iii. Mentoring: Completion of the FRYSC Mentoring Checklist
  - \*A Coordinator's first year of training requirements begins on the first July 1 of their employment.
  - \*In addition to these trainings, Center Coordinators must complete all trainings required by their school district such as confidentiality, Bloodborne Pathogens, etc.

B. Years 2 and 3: 14 hours

- i. Six (6) of these hours must be at an approved statewide conference.
- ii. All other hours must fall within the FRYSC Training Domain topics. It is recommended that a variety of domain topics be covered.

C. Years 4 and beyond: 12 Hours

- i. Six (6) of these hours must be at an approved statewide conference.
- ii. All other areas must fall within the FRYSC Training Domains. It is recommended that a variety of domain topics be covered.

\*Please note that training hour requirements are separate from Regional Meetings. Regional Meetings are mandated, no matter the number of hours a Coordinator has received. Coordinators are NOT excused from mandated Regional events once their required number of hours are met.

II. If training is not sponsored by the Division of Family Resource & Youth Services centers, Coordinators may obtain credit for the training by completing the Training Registration Form.

- A. To receive prior approval, the form must be submitted to the Training Director at least 15 days prior to the training.
- B. Approval can still be obtained after the training has occurred, but the only guarantee of training hour credits is to submit the Training Registration Form in advance.
- C. Only one Training Registration form needs to be submitted per training event. If a group of Coordinators attend, they can submit the form together.
- D. If training is sponsored by a Coordinator's school district, it is automatically approved to count towards the required number of hours. A certificate of attendance must be obtained from the training.
- E. Any single training event can only be counted for 6 hours of credit, no matter the length of time spent at the training with the single exception of New Coordinator Orientation.
- F. Online training modules can be used for up to 2 hours of training credit. However, if a certificate of completion is not provided at the end of the module, no more than 1 credit hour can be issued, no matter the length of the module.
- G. Trainings that have been approved by the Kentucky Board of Social Work or the Kentucky Division of Child Care are automatically approved for FRYSC Training Hours.

### III. Tracking Procedure for Training Hours:

Districts will be responsible for the tracking of all required training hours. DFRYSC will provide a tracking sheet.

- A. Certificates will be provided from DFRYSC for all Division-sponsored trainings. Those certificates should be kept on file in the Center and in the District office.
- B. Verification forms will be submitted in a manner TBD. Information about submission will be forthcoming.

### IV. Corrective Measures:

- A. If a Coordinator does not meet their required number of hours, their Center will be placed on probation.
  - i. If a Coordinator is in years 1-3, they will have one year to repeat the required amount of training hours. For years 4 and beyond, the Center will be on probation until one full year of training is complete.
  - ii. If they fail to make up the previous year's hours, the Center will go to the STAT procedure (*attachment 4*).

V. Costs:

- A. If a Center's operating budget does not provide ample funds for all costs associated with a Coordinator's training, the District, SBDM or other available funds must absorb these costs (see 202.2.A of FRYSC Contract).

VI. Council Make-Up

The council shall consist of:

1. FRYSC Training Director
  2. 2 FRYSC RPMs, to be appointed by the FRYSC Director.
  3. 1 District Contact
  4. 2 Veteran Coordinators (served 5 years or more as a Coordinator)
  5. 2 New Coordinators (Served fewer than 5 years as a Coordinator)
  6. FRYSCy Coalition President or designee
  7. KDE Representative
- The council members will serve staggered terms to ensure the entire board does not leave in one year.
  - The FRYSC Training Director is the only member that will remain on the board at all times and will not rotate off.
  - Coordinator Representatives will be chosen from different regions.
  - The Council will meet 4 times per calendar year in 2012, and on as as-needed basis afterwards.

VII. Role of the Council:

- A. Approve all trainers for FRYSC sponsored events. Criteria will include:
  - 1. Completed Trainer Credential Application
  - 2. Resume
  - 3. Years of Experience

- B. Once a trainer is approved, they will be approved for 3 years, after which they will need to submit updated paperwork.

\*The Training Director can approve trainers if a Training Council meeting is not scheduled prior to the training event. This approval is good for one time only, and the Council will need to approve the trainer at the next meeting

- C. Approve all non-FRYSC Sponsored Trainings.
  - 1. A list of pre-approved trainings will be created and listed on the DFRYSC website.

